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TRADE AND DEVELOPMENT BOARD
Working Party on the Medium-term Plan
and the Programme Budget
Twenty-fourth session
Geneva, 7 November 1994
Item 2 of the provisional agenda

PROVISIONAL AGENDA AND ANNOTATIONS

I. PROVISIONAL AGENDA 1/

1. Election of officers

2. Adoption of the agenda and organization of work

3. Review of the technical cooperation activities of UNCTAD and their financing

4. Report by the Secretary-General of UNCTAD on the work of the secretariat on programme evaluation

5. Report by the Secretary-General of UNCTAD on economies as well as on the redeployment of resources

6. Provisional agenda for the twenty-fifth session of the Working Party

7. Other business

8. Adoption of the report of the Working Party to the Trade and Development Board.

1/ As approved by the Working Party at its 104th meeting, on 23 June 1994.

GE.94-54139

II. ANNOTATIONS TO THE PROVISIONAL AGENDA

Item 1: Election of officers

1. Under rule 64, paragraph 3, of the rules of procedure of the Trade and Development Board, each subsidiary organ of the Board shall elect its own officers. In accordance with the cycle of rotation for the election of the Chairman and Vice-Chairman-cum-Rapporteur of the Working Party, the Chairman of the Working Party at its twenty-fourth session (the third of a seven-session cycle) shall be a representative of one of the States members in list C (Latin America) and the Vice-Chairman-cum-Rapporteur a representative of one of the States members in list B.

Item 2: Adoption of the agenda and organization of work

2. The provisional agenda for the twenty-fourth session of the Working Party, as reproduced in section I above, was approved by the Working Party at its twenty-third session in June 1994.

3. In deciding upon the organization of work, the Working Party may wish to consider the suggestions contained in the tentative timetable annexed to the present document.

Item 3: Review of the technical cooperation activities of UNCTAD and their financing

4. Pursuant to paragraph 11(a) of Conference resolution 114(V), paragraph 11(b) of Board resolution 231 (XXII) and the recommendations adopted by the Working Party at its previous sessions, the Working Party will examine, at its twenty-fourth session, the technical cooperation activities of UNCTAD and their financing on the basis of a report prepared by the UNCTAD secretariat describing activities carried out in 1992 and 1993 (TD/B/WP/84 and Add.1).

5. The report begins with a summary that highlights the main features of UNCTAD's technical cooperation during the period 1992-1993. Part I comments on general trends in the source and use of technical cooperation funds. Part II reviews activities by programme area, organized according to the structure of the secretariat during this period. Part III addresses recent developments in UNCTAD's technical cooperation, including cooperation with other organizations, evaluation of projects and programmes, and the mobilization of resources, and information on recent General Assembly resolutions on operational activities that have a bearing on UNCTAD's technical cooperation.

6. The main report is accompanied by a detailed statistical annex listing all projects in operation during the reporting period, together with information on project expenditure, Trust Fund contributions and experts/consultants.

Item 4: Report by the Secretary-General of UNCTAD on the work of the secretariat on programme evaluation

7. The UNCTAD secretariat will report orally to the Working Party on developments in this regard.

Item 5: Report by the Secretary-General of UNCTAD on economies as well as on the redeployment of resources

8. In paragraph 4 of the agreed conclusions adopted at its ninth session, the Working Party invited the Secretary-General of UNCTAD, *inter alia*, to keep the Working Party informed on economies, as well as on redeployment of resources, including staff redeployment, that will be necessary to implement adequately the work programme deriving from relevant resolutions and decisions of intergovernmental bodies and conferences. The Officer-in-Charge of UNCTAD will report orally to the Working Party on any further developments in this regard.

Item 6: Provisional agenda for the twenty-fifth session of the Working Party

9. The UNCTAD secretariat will submit to the Working Party for its consideration a draft provisional agenda for its twenty-fifth session.

Item 7: Other business

Item 8: Adoption of the report of the Working Party to the Trade and Development Board

10. The report of the Working Party on its twenty-fourth session will be considered by the Trade and Development Board at the second part of its forty-first session.

Annex

Tentative timetable

Monday, 7 November 1994		
10.00 a.m. (Plenary)	Item 1	- Election of officers
	Item 2	- Adoption of the agenda and organization of work
		Statement by the OIC of UNCTAD Any other general statement
(followed by informal meeting)	Item 3	- Review of the technical cooperation activities of UNCTAD and their financing
3.00 p.m.	Item 3	(Informal meeting - continued)
Tuesday, 8 November 1994		
10.00 a.m. and 3.00 p.m.	Item 3	(Informal meeting - continued)
Wednesday, 9 November 1994		
10.00 a.m. and 3.00 p.m.	Item 3	(Informal meeting - continued)
Thursday, 10 November 1994		
10.00 a.m.	Item 4	Report by the Secretary-General of UNCTAD on the work of the secretariat on programme evaluation
	Item 5	Report by the Secretary-General of UNCTAD on economies as well as on the redeployment of resources
Afternoon		Preparation of the draft report
Friday, 11 November 1994		
Morning		Preparation of the draft report
3.00 p.m. (Plenary)	Item 6	Provisional agenda for the twenty-fifth session of the Working Party
	Item 7	Other business
	Item 8	Adopting of the report of the Working Party to the Trade and Development Board

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TRADE AND DEVELOPMENT BOARD
Working Party on the Medium-term Plan
and the Programme Budget
Twenty-fourth session
Geneva, 12 December 1994
Agenda item 3

REVIEW OF THE TECHNICAL COOPERATION ACTIVITIES OF UNCTAD AND THEIR FINANCING

Agreed conclusions */

Taking into account agreed conclusions 421 (XLI) on technical cooperation activities adopted by the Trade and Development Board on 30 September 1994, and after analysing the technical cooperation programmes of UNCTAD, the Working Party:

1. Takes note with appreciation of the report on technical cooperation activities of UNCTAD and the complementary statistical information submitted by the secretariat (TD/B/WP/84 and Add. 1);

2. Stresses the importance of clear priority setting and the cost effective use of resources in order to maximize the impact of UNCTAD's technical cooperation;

3. Commends the UNCTAD secretariat for its efforts to improve the management and cost-effectiveness of its technical cooperation;

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*/ Adopted by the Working Party at its 107th (closing) meeting, on 14 December 1994.

4. Urges the UNCTAD secretariat to continue with the implementation of measures aimed at increasing transparency and overall administrative efficiency, in particular to ensure the allocation of support costs in a transparent and equitable manner, and requests the secretariat to report regularly on the implementation of those measures;

5. Observes that criteria governing the extent and content of technical assistance should include timely consideration of developments in economic restructuring of the user countries both at macro and micro levels vis-à-vis applicability of the technical assistance currently at hand or scheduled to be redesigned;

6. Notes with concern the adverse impact on some of UNCTAD's technical cooperation activities of reduced funding from UNDP;

7. Appeals to the Executive Board of UNDP to make its best endeavours to maintain the availability of funds for technical cooperation projects where UNCTAD has a comparative advantage;

8. Welcomes the increasing financial support for UNCTAD's technical cooperation programmes by member States and other donors;

9. Invites donors to increase their level of extra-budgetary contributions, particularly in those areas of UNCTAD's technical cooperation programme where there is as yet an unsatisfied demand;

10. Calls upon the UNCTAD secretariat to explore the possibilities of intensifying cooperation with other relevant organizations, in particular GATT/WTO and the International Trade Centre UNCTAD/GATT (ITC), with the objective of fully utilizing existing strengths, increasing the combined impact, exploiting complementarities and creating new synergies while avoiding unnecessary overlap;

11. Calls for a very close cooperation by UNCTAD and ITC in the implementation of the Trade Point programme following the United Nations International Symposium on Trade Efficiency;

12. Requests the UNCTAD secretariat to report regularly to the Trade and Development Board on its coordination with other relevant organizations in order to allow for a coherent division of labour among the various institutions providing technical assistance in the field of trade and development;

13. Also requests the UNCTAD secretariat to keep the member States and Permanent Missions in Geneva abreast, on a regular basis, of developments and progress in the area of technical cooperation activities;

14. Requests the UNCTAD secretariat to present the documentation for the subsequent sessions of the Working Party that deal with technical cooperation in the following format:

(a) **An annual report** on topics on technical cooperation selected by the Working Party in collaboration with the UNCTAD secretariat, beginning in 1995 with the issue of national capacity-building associated with international trade negotiations;

(b) **An in-depth study** on a technical cooperation programme selected by the Working Party in collaboration with the secretariat, which will allow the Working Party to better evaluate the programme, recommend follow-up action and enhance UNCTAD's comparative advantages, beginning in 1995 with the ASYCUDA programme;

(c) **Reformulate the documentation** submitted to the Working Party to provide, on a Division-by-Division basis, information and analysis on each technical cooperation programme, as follows:

- Content, objectives and features of each programme and its relationship to the work programme
- List of projects, beneficiaries and donors
- Coordination within the secretariat and with other organizations
- Resources allocated
- Time-schedule for implementation
- Main outputs and impact/results/follow-up (including information on any evaluation studies); and
- Problems encountered and solutions proposed.

15. Requests the UNCTAD secretariat to explore the possibility of setting up an evaluation mechanism such as that used in other relevant international organizations.